

SiteManager **Training Manual**



Module A
Chapter 1

Contract Administration (+)
Reference Tables (CA+)
Vendors

Section A-1-1-3

Viewing Vendors

Student's Version

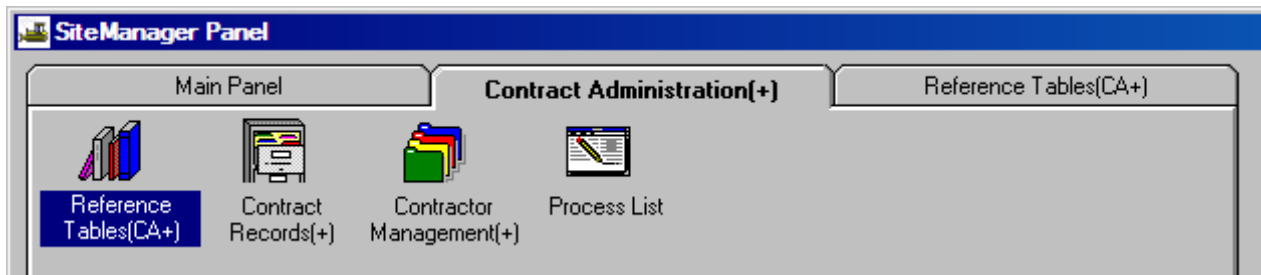
Indiana Department of Transportation
August 2007, Version 3.7b

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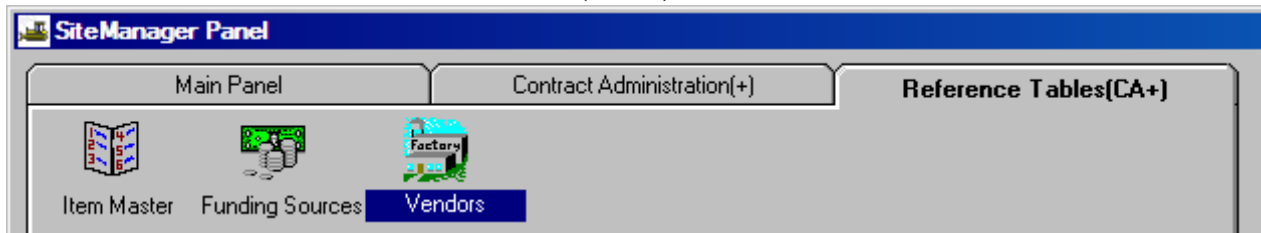
Viewing the Vendor List



“Double-click” on **Contract Administration (+)** from the Main Panel.



“Double-click” on **Reference Tables (CA+)**.



“Double-click” on **Vendors**.

AASHTO SiteManager
File Services Window Help

Vendors Open

Description Work Classes Affiliates Personnel Prime Contacts Associates Security Accounts Securities Usage

Vendor ID: 99-9999999 IRS Tax Nbr: 99-9999999

Short Name: BLACK SIDE UP PAVING

Full Name: BLACK SIDE UP PAVING

Vendor Type: PREQUALIFIED CONTRACTOR Alt Vendor ID:

DBE Type: Spaces Cert Type: Spaces

Cert Date: 00/00/00 Cert End Date: 00/00/00


Corp Type: CORPORATION Corp State: IN

Prequal Date: 12/03/05 Prequal End Date: 12/02/06

Uncompleted Work Amount: 1,763,861.00 ☒ Preconstruction Indicator ☐ Obsolete Ind


Ethnic Group: Spaces Gender:

The Vendor window opens.

If the appropriate Vendor information does not appear then “click” the **Open**  button on the toolbar.

Vendor Pick List

Selection

 Vendor 99-9999999

Find:

Vendor

Vendor Id	Vendor Short Name	Vendor Type
AF-8585858	AFFILIATE CO.	COMMERCIAL CONTRACT
AF-8585859	AFFILICATE INC.	COMMERCIAL CONTRACT
99-9999999	BLACK SIDE UP PAVING	PREQUALIFIED CONTRAC
99-9999977	BIG JOHN COAL CO	PREQUALIFIED CONTRAC
99-9999966	PAVE'UM RIGHT CO	PREQUALIFIED CONTRAC
99-9999955	TAKEN DOWN CONSTRUCTION	PREQUALIFIED CONTRAC
99-9999944	NIGHT PAINTERS, INC.	PREQUALIFIED CONTRAC

OK Cancel

The **Vendor Pick List** panel opens.

Select the Vendor being researched and “click” the **OK** button at the bottom of the panel.

AASHTO SiteManager
File Services Window Help

Vendors
Description Work Classes Affiliates Personnel Prime Contacts Associates Security Accounts Security Usage

Vendor ID: 99-9999977 IRS Tax Nbr: 99-9999977
Short Name: BIG JOHN COAL CO
Full Name: BIG JOHN COAL CO
Vendor Type: PREQUALIFIED CONTRACTOR Alt Vendor ID:
DBE Type: Spaces Cert Type: Spaces
Cert Date: 00/00/00 Cert End Date: 00/00/00
Corp Type: CORPORATION Corp State: IN
Prequal Date: 12/03/05 Prequal End Date: 12/02/06
Uncompleted Work Amount: 1,173,907.00 ☒ Preconstruction Indicator ☐ Obsolete Ind
Ethnic Group: Spaces Gender:

The Vendor information window opens.

The window has 8 tabs:

Description: contains general information regarding the Vendor

Work Classes: shows the approved classes of work and contractual limits for which the vendor is approved.

Affiliates: shows the Names and relationship of other firms to which the vendor is affiliated.

Personnel: information regarding the Vendor's principal personnel.

Prime Contacts: This tab will not be utilized by INDOT.

Associates: lists Sureties and Insurance firms normally used by the Vendor.

Security Accounts: This tab will not be utilized by INDOT.

Security Usage: Currently not used by INDOT.

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File Services Window Help

Remarks Ctrl+Alt+R
Address Ctrl+Alt+A
 Generic Fields Ctrl+Alt+G
 Process Status

Vendor ID: 99-9999977 IRS Tax Nbr: 99-9999977
 Short Name: BIG JOHN COAL CO
 Full Name: BIG JOHN COAL CO
 Vendor Type: PREQUALIFIED CONTRACTOR Alt Vendor ID:
 DBE Type: Spaces Cert Type: Spaces
 Cert Date: 00/00/00 Cert End Date: 00/00/00
 Corp Type: CORPORATION Corp State: IN
 Prequal Date: 12/03/05 Prequal End Date: 12/02/06
 Uncompleted Work Amount: 1,173,907.00 ☒ Preconstruction Indicator ☐ Obsolete Ind
 Ethnic Group: Spaces Gender:

Address information is available, “click” on **Services** located on the Menu bar.
 “Click” on **Address**.

AASHTO SiteManager

File Services Window Help

Vendors

Description Work Classes Affiliates Personnel Prime Contacts Associates Security Accounts Securities Usage

1 of 1 - BILLING/VOUCHER

Line 1: Enter Company address here
 Line 2: Enter Company address here
 Line 3:
 City: Enter City here
 State/Prov: IN Zip/Postal: Enter Zip
 Country: United States
 Latitude: 0 Longitude: 0

Contact Info

Phone: Enter Phone # Ext: FAX: Enter FAX #
 E-Mail:

BILLING/VOUCHER
 HOME ADDRESS: MAIN OFFICE
 MAILING ADDRESS: PLANS/SPECS

“Click” the **Address** button on the toolbar to return to the **Description** Tab.

AASHTO SiteManager
File Services Window Help

Vendors Close

Description Work Classes Affiliates Personnel Prime Contacts Associates Security Accounts Securities Usage

Vendor ID: 99-9999977 IRS Tax Nbr: 99-9999977

Short Name: BIG JOHN COAL CO

Full Name: BIG JOHN COAL CO

Vendor Type: PREQUALIFIED CONTRACTOR Alt Vendor ID:

DBE Type: Spaces Cert Type: Spaces

Cert Date: 00/00/00 Cert End Date: 00/00/00

Corp Type: CORPORATION Corp State: IN

Prequal Date: 12/03/05 Prequal End Date: 12/02/06

Uncompleted Work Amount: 1,173,907.00 ☒ Preconstruction Indicator ☐ Obsolete Ind

Ethnic Group: Spaces Gender:

“Click” the **Close**  button on the toolbar to exit.

Viewing the Vendor's Window

A -1-1-3

Group Exercise

Log into SiteManager	<u>inquire</u>
Enter Password	<u>pass</u>
Log in as	<u>PE/S</u>

Navigate from the **Main Panel**

“Double-click” **Contract Administration (+)** icon.

“Double-click” **Reference Tables (CA+)** icon.

“Double-click” **Vendors** icon.

Click the Open button.

Select Vendor: **Cover All Holes Co.**

View information for the vendor under each tab.

Click the Close button.